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UNITED STATES MISSION -BOGOTA

**VACANCY ANNOUNCEMENT**

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No. 064

**Job Vacancy**

July 1, 2004

**OPEN TO:** Eligible Family Members (EFMs)

**POSITION:** IRS STAFF ASSISTANT

**CLOSING DATE:** Friday, July 16, 2004

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** MOH/OR - LCP/FSN-9  
EFM/MOH/NOR - FP Scale = FP-5

**If you are an AEFM (Appointment Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.**

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

**"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".**

**TO APPLY**

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume that provides the same information.

**Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below, also they may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "The Embassy" > "Human Resources Office ".**

## **SUBMIT APPLICATION TO**

American Embassy  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

## **PROFILE OF THE POSITION**

The U.S. Embassy in Bogota is seeking an individual for the position of Staff Assistant in the Internal Revenue Service (IRS).

## **BASIC FUNCTION OF POSITION**

The incumbent serves as the support person for the CI Attaché assigned to that foreign post.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provides technical and administrative support to investigations such as searching for, gathering, screening, and providing factual information or explanations related to the subject of an investigation or to the compliance program itself. These tasks are performed following prescribed or established procedures to assist compliance with investigators and program officials in their fact-finding or program administration

responsibilities. The work includes activities such as obtaining background information on subjects of investigations by means of record searches, automated information retrieval, telephone inquiries, or correspondence; providing information to authorized persons concerning the status of the particular investigations; compiling investigative reports with necessary exhibits, and performs a variety of administrative duties associated with maintaining the foreign post including, but not limited, to the foreign travel requests, budget, travel vouchers, and case inventory.

2. Provides administrative, paraprofessional, and technical support to the Attaché. Work contributes to the accuracy of information and reports, and affects the final product of overall operation of the Attaché.

3. The incumbent may travel to other countries. The travel can be lengthy, requiring working hours at night, on weekends, and holidays.

4. The incumbent must have strong communications, interpersonal, and analytical skills.

### **MINIMUM QUALIFICATIONS**

**NOTE: Candidates who do not meet minimum qualifications will not be considered.**

A. The candidate must be a U.S. citizen, at least 18 years of age, and a family member of a Direct-hire USG employee currently assigned to Bogota.

B. Education: Completion of secondary school at the minimum.

C. Prior Work Experience: Three years of general office experience is required.

D. Language Proficiency: English level III (Good working knowledge) and Spanish level IV (Fluent) are required.

E. Knowledge: Knowledge of administrative support services and general knowledge of accounting sufficient to prepare the office's budget. Knowledge of the concept and operations of the basic CI and State Department network applications. Understanding of computers systems and software applications. Basic knowledge of computer security principles.

F. Skills and Abilities: Must have strong communications, interpersonal, and analytical skills and ability to do analytic reports on IRS investigations cases. Search out for information on cases or task assigned.

G. Successful applicants must be able to obtain a Top Secret clearance.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **DEFINITIONS**

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** U.S. Citizen spouse or U.S. Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a U.S. Citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority.
3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are U.S. Citizen EFMs and family members of FS, GS, and Military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

## **APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR EMBASSY RECEPTIONIST BY: 07/16/04**

DISTRIBUTION: "B"  
IRS STAFF ASSISTANT POS. DOC

